

IDAHO STATE DEPARTMENT OF EDUCATION
CERTIFICATION/PROFESSIONAL STANDARDS COMMISSION

APPLICATION PACKET

for

ALTERNATIVE AUTHORIZATION – CONTENT SPECIALIST

JUNE 2007

ALTERNATIVE AUTHORIZATION — CONTENT SPECIALIST

**RULE: IDAHO STATE BOARD OF EDUCATION (IDAPA 08, TITLE 02
CHAPTER 02)**

044. ALTERNATIVE AUTHORIZATION—CONTENT SPECIALIST

The purpose of this alternative authorization is to offer an expedited route to certification for individuals who are highly and uniquely qualified in a subject area to teach in a district with an identified need for teachers in that area. Alternative authorization in this area is valid for three (3) years and is not renewable.

01. Initial Qualifications.

(3-20-04)

- a. Prior to application, a candidate must hold a bachelor's degree.
- b. The candidate shall meet enrollment qualifications of the alternative route preparation program.

02. Alternative Route Preparation Program – College/University Preparation. (3-20-04)

- a. A consortium composed of a designee from the college/university to be attended, a representative from the school district, and the candidate shall determine preparation needed to meet the Idaho Standards for Initial Certification of Professional School Personnel. This preparation must include mentoring and a minimum of one (1) classroom observation per month until certified.
- b. Prior to entering the classroom, the candidate completes eight (8) to sixteen (16) weeks of accelerated study in education pedagogy.
- c. Candidate will work toward completion of the alternative route preparation program through a participating college/university and the employing school district. A teacher must attend, participate in, and successfully complete an individualized alternative route preparation program as one (1) of the conditions to receive a recommendation for full certification.
- d. The participating college/university shall provide procedures to assess and credit equivalent knowledge, dispositions, and relevant life/work experiences.
- e. Prior to entering the classroom, the candidate shall meet or exceed the state qualifying score on appropriate, state-approved content, pedagogy, or performance assessment.

INFORMATION:

This Alternative Authorization-Content Specialist program provides an alternate route for individuals with strong content backgrounds and limited educational pedagogy to become certificated Pre-K-12 teachers in Idaho without following a standard teacher preparation program.

The authorization is valid for three (3) years and is non-renewable.

PROCEDURE:

1. Initial Process

- a. **For entry into the program**, the candidate needs to submit an application through the teacher preparation program at the college/university to be attended.
- b. Upon approval of entry into an individualized program and **prior** to entering the classroom, the candidate **must**:
 - (1) Complete an eight (8) to sixteen (16) - week program of educational pedagogy study; and,
 - (2) Verify as having met or exceeded the state qualifying score on applicable, State Board-approved Praxis II content, pedagogy, and/or performance assessment(s).
- c. According to State Board rule, the participating college/university is responsible for developing a written plan toward Idaho certification using prior college coursework, real life/work experiences, and analysis of an individual's knowledge and dispositions to determine what is necessary for the candidate to complete the Alternative Authorization-Content Specialist program.

2. Interim Certificate Process

- a. **Upon completion of the pre-service pedagogy program** and developing a written plan, the college/university will notify the certification department in writing that the candidate has completed the requirements for entry into the Alternative Authorization–Content Specialist program.
- b. Subsequent to notifying the department, the candidate **may** then apply to the department for an **interim** Idaho teaching certificate that is a non-renewable, three-year certificate. The completed application packet must include:
 - (1) A completed application (see **form B1**, located in this packet);
 - (2) Payment - **\$100** Cash, money order or check are acceptable forms of payment. Checks are to be made payable to State Department of

Education. Credit cards are not accepted. Payment is **non-refundable**;

(3) Completed fingerprint cards with a \$40 processing fee;

(4) The \$100 check and the \$40 check may be combined into one payment.

NOTE: The interim certificate allows the individual time to secure a teaching position appropriate to the certificate(s)/endorsement(s) listed on the certificate. While working for the employing school district, the candidate may complete the rest of his/her program requirements.

- c. The candidate must undergo a Criminal History Check (CHC), including fingerprinting, prior to entering the classroom.
- d. While the candidate is completing the program, no financial or accreditation penalties will be assessed to the hiring district.
- e. The individual will also meet the "highly qualified teacher" standard of the NCLB legislation while working on this program.
- f. As provided in State Board rule, the participating college/university **is** required to work with the employing school/school district to monitor the candidate's progress until the program has been completed. This process needs to include a plan that provides a minimum of one (1) classroom observation per month until the plan is completed. The observations can be conducted by either college/university personnel, the principal of the building (or his/her designee), or by a mentor teacher.
- g. While the candidate is participating in the program, the employing school/school district must furnish a mentor teacher for the candidate. The mentor teacher will also collaborate with the participating college/university to provide necessary documentation required to monitor and verify the candidate's progress.

3. Initial Idaho Professional Education Credential Process

- a. **Upon completion of all requirements** as outlined in his/her plan, the college/university may submit to the department an Institutional Recommendation, including both the first and second teaching fields.
- b. The candidate may then apply for his/her **initial** Idaho professional education credential by submitting:
 - (1) A completed application (see **form B1**, located in this packet);
 - (2) **Payment - \$75** Cash, money order or check are acceptable forms of payment. Checks are to be made payable to State Department of Education. Credit cards are not accepted. Payment is **non-refundable**;
 - (3) Completed fingerprint cards with a \$40 processing fee;

- (4) The \$75 check and the \$40 check may be combined into one payment;
- (5) Certified copy of the Institutional Recommendation from the college/university; (**Note:** The Institutional Recommendation **form B2** is available at the following web address;
www.sde.idaho.gov/teachercertification)
- (6) Official transcripts and/or a letter from the college/university if other methods have been used for granting equivalent experience, dispositions, and knowledge;
- (7) Verification of successful completion of the Idaho Comprehensive Literacy Assessment (if applicable);
- (8) Verification of having met or exceeded the state qualifying score on applicable, SBOE-approved Praxis II content, pedagogy, and/or performance assessment(s).

NOTE: Submit the required items listed above to:

**State Department of Education
Certification/Professional Standards
P.O. Box 83720
Boise, Idaho 83720-0027**

APPLICATION FOR AN IDAHO INITIAL/REINSTATEMENT/INTERIM PROFESSIONAL EDUCATION CREDENTIAL

THIS SECTION FOR OFFICIAL USE ONLY	Fee	Date Received	Receipted By	Year Issued	Year Expired	NIA Status
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Item #1 Indicate Type of Application

<input type="checkbox"/>	Initial (Applicant is a graduate of an Idaho Teacher Preparation Program)			
<input type="checkbox"/>	Reinstatement (Applicant has previously held an Idaho credential which has expired)			
<input type="checkbox"/>	Out-of-state (Applicant does not hold a current license – applying for evaluation only)			
<input type="checkbox"/>	Out-of-state	Current license from what state:	Name of Teacher Preparation Institution:	Date of Program Completion:
<input type="checkbox"/>	Initial – Postsecondary Specialist			
<input type="checkbox"/>	Interim – ABCTE			
<input type="checkbox"/>	Interim Alternative Authorization – Teacher to New Certification			
<input type="checkbox"/>	Interim Alternative Authorization – Content Specialist			
<input type="checkbox"/>	Interim Alternative Authorization – Pupil Personnel Services			

Item #2 Personal Information: Please enter your name exactly as you want it to appear on the certificate

Name		SS#
Maiden/Other Name		Birth Date
Street or PO Box #		Phone #
City, State, Zip Code		Gender <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE

Item #3 Certificates: List the certificate(s) for which you are applying (i.e., Stndrd Elementary, Admin, Stndrd Secondary, etc.).

Certificate # 1	
Certificate # 2	
Certificate # 3	
Certificate # 4	

Item #4 Endorsements: List the educational endorsement(s) for which you are applying (i.e., English, Principal, etc.).

Endorsement # 1		Endorsement # 5	
Endorsement # 2		Endorsement # 6	
Endorsement # 3		Endorsement # 7	
Endorsement # 4		Endorsement # 8	

Item #5 Educational Institutions: List the colleges/university you have attended (start with the most recent). You will need to include official transcripts for each institution listed.

	College/University Name	Years Attended	Degree Earned	Year Earned
a.				
b.				
c.				
d.				

Item #6 Teaching Experience: If you have two or more years of contracted teaching experience, list the last two districts/educational agencies with which you held a contract. Substitute teaching does not apply.

	School District Name	State	From (mo/yr)	To (mo/yr)
a.				
b.				
c.				
d.				

More information is required on the back (over)

Item #7 Praxis II Tests: List all Idaho Praxis II tests you have taken and the score achieved on each. Verification of the score(s) must accompany this application (i.e., photocopy of score sheet).

Out-of-State Applicants - If assessment is other than Idaho Praxis, list the required Idaho Praxis in column 1 and the requested out-of-state substitute assessment in column 2 (attach additional sheet if needed). Verification of a passing score of the assessment must accompany this application OR provide verification of a current National Board for Professional Teaching Standards certificate. NBPTS persons will receive a five (5)-year Initial Certificate.

(Access www.ets.org/praxis for Idaho required tests)

Test Name (column 1)		Test #	Score	Test Name (column 2)		Test #	Score
a.				d.			
b.				e.			
c.				f.			

Item #8 Prior Certification Irregularities or Legal Convictions:

The Application for an Initial Idaho Professional Education Credential requires each applicant to respond to four (4) questions about prior certification irregularities or legal convictions (other than minor traffic violations).

1. Have you ever had a teacher certificate revoked, suspended, denied, or have you ever voluntarily relinquished a teaching certificate to avoid revocation proceedings in another state?

Check one ☐ YES ☐ NO

2. Is there any action pending against your certificate or your application in another state?

Check one ☐ YES ☐ NO

3. Have you ever been convicted of any felony or misdemeanor in any state, federal or military court?
(see NOTE 2 below) (Do not include convictions for minor traffic violations.)

Check one ☐ YES ☐ NO

4. Are you currently under investigation or facing pending criminal charges in Idaho or in any other state?
(see NOTE 2 below)

Check one ☐ YES ☐ NO

**NOTE:
1**

If the answer is **YES** to any of the questions 1-4 above, the following applies:

- 1) A personal written explanation must accompany this application;
- 2) If your misdemeanor conviction is less than five (5) years old, relevant court documents must accompany this application;
- 3) All felony convictions require relevant documents from the arresting law enforcement agency and the court that oversaw the final disposition.

**NOTE:
2**

For the purpose of questions 3 and 4 above, conviction means:

- 1) All instances in which a plea of guilty or nolo contendere is the basis of conviction;
- 2) All proceedings in which a sentence has been suspended, deferred, or withheld; and,
- 3) All proceedings in which the prosecution was deferred.

I attest and affirm that I have read the **Code of Ethics for Idaho Professional Educators**. (For a copy of the Code of Ethics, refer to the Code of Ethics link located in the Educator Certification section of the following website: www.sde.idaho.gov/teachercertification).

My signature on this application attests and affirms that all statements made by me on this application are true and correct to the best of my knowledge.

I understand that entry of false information on the application may result in denial of my application or revocation of my certificate.

Signature of Applicant

Date

**RETURN FORM, TRANSCRIPTS
AND THE FEE IN ONE PACKET**

TO:

State Department of Education
Certification/Professional Standards
PO Box 83720
Boise, ID 83720-0027